# Local Operations Plan Initial Instructions

# WorkSource Title I-B and Title III Workforce Investment Act

For the period of July 1, 2000 to June 30, 2005

# **Initial Local Operations Plan Instructions**

**Note**: These initial instructions will be supplemented with additional state policy guidance and instructions. The narrative instructions include an indication of where further policy guidance is anticipated.

# **Table of Contents**

Plan Instructions		
I.	Connection with the Unified Plan for the State's Workforce Development System; and the Strategic Plan for Local Area's Workforce Development System	3
II.	WIA Title I-B Local System Readiness	4
III.	WIA Title I-B and Wagner-Peyser Service Strategies	5
IV.	Performance Accountability and Continuous Improvement	7
V.	Plan Development Process	8
VI.	Submittal Process	8
VII.	Plan Signatures and Program Administration Designees Information	10

#### **Plan Instructions**

The purpose of these planning instructions is to provide guidance to local councils on the development of the five-year local operations plan for Title I-B of the Workforce Investment Act (WIA) and for the Wagner-Peyser Act as amended by Title III of WIA and continuation of the implementation of WorkSource. This plan, when coupled with the local strategic plan, comprises the local unified plan Governor Locke has asked each area to write for its workforce development system.

Significant work at the state and local levels has been accomplished over the last several years to improve approaches to Workforce Development, including the State's one-stop service delivery system named WorkSource. An updated version of the State's Comprehensive Plan for Workforce Training and Education (State Unified Plan) will be circulated in the Fall of 1999. A Draft State Operations Plan for WIA Title I-B, and Wagner-Peyser plan will be distributed for review and comment in the late Fall. It is also anticipated the Governor will issue an Executive Order for the purpose of implementing WIA. Also, local one-stop system development is described in the local WorkSource business plans. You will want to refer to these documents in developing the local vision and goals for your local unified plan, and for the continued implementation of WorkSource.

# I. Connections with the Unified Plan for the State's Workforce Development System; and the Strategic Plan for the Local Area's Workforce Development System

Describe how this Local Operations Plan was developed to be consistent with the vision, goals, objectives, and strategies of the Unified Plan for Washington's Workforce Development System. Describe how the service strategies contained in this Local Operations Plan are consistent with the vision, goals, objectives, and strategies described in Section Five of the Local Strategic Plan for the local area's workforce development system. In particular, describe how this service strategy connection between the Local Strategic Plan and Local Operations Plan will benefit customers, including employers, served through:

- WorkSource Core Services
- WIA Title I-B Youth Activities Grant
- WIA Title I-B Adult Employment and Training Grant
- WIA Title I-B Dislocated Workers Grant

Highlight or make reference to Sections 1, 2, and 3 of the local area Strategic Plan concerning:

 Key trends in business development, employment opportunities and skill needs that are particularly relevant to the service and strategies identified in this plan;

- Demographic information particularly relevant to the service strategies identified in this plan; and
- The features about the local area's workforce development programs and resources that are particularly relevant to the service strategies identified in this plan.

#### II. Title I-B Local System Readiness

#### A. Local Council

In Workforce Investment Areas that have chosen to establish a Workforce Development Council by using a pre-existing alternative entity:

- Describe how the Local Council will ensure an ongoing role for WorkSource partner organizations, business and labor, communitybased organizations, and other interested community groups in the Council's local strategic and local operations planning and activities. (DOL Regulation 20 CFR 661-330(b)(2) requires that the plan explain how Council will ensure non-represented membership a role in the local workforce investment system. Also, the Preamble to the Regulations, Part 660, requires One-Stop partner organizations to have periodic, regular, meaningful opportunities for input into decisions made by the Local Council.)
- Describe how the Local Council will ensure an ongoing role of youth service provider agencies and others as listed in the WIA Section 117(h)(2) and in the Council's local strategic and local operations planning activities. (DOL Regulations 20 CFR 661.340)

#### **B.** Local Administrative System

Identify the fiscal entity responsible for the receipt and disbursal of Title I-B grant funds in your area. (WIA Section 118(b)(8))

Describe the competitive process to be used to award grants and contracts. (WIA Section 118(b)(9)). If the Chief Local Elected Official intends to have an overlap in the staff to the Local Council and the staff that directly performs functions of a One-Stop/WorkSource operator and/or of a WIA Title I-B core/intensive service provider, briefly describe how the Local Council will:

Keep its primary focus on strategic planning and accountability.

- Avoid conflict of interest and equitably oversee high quality WIA Title I-B program services as measured by performance and customer satisfaction.
- Be accepted by other local workforce development program leadership (school districts, community and technical colleges, private vocaional schools, apprenticeship programs, community-based organizations, employer-based training entities, others) in the Workforce Development Areas as the legitimate and proper entity to create the Local Strategic Plan and evaluate the results of the workforce development system in the area.

### III. Title I-B and Wagner-Peyser Service Strategies

WIA Section 118(b)(2)(B) requires a description of the local service delivery system.

A. Describe the local area's WorkSource one-stop delivery system to be established or designated in the local area. Include the number of WorkSource centers and WorkSource affiliate sites. Identify the One-Stop operator(s) and indicate whether this designation was a result of a competitive process or an agreement between the local board and a consortium. (DOL Regulations 20 CFR Section 662.100, WIA Section 121(d)(2)(A)) and 118(b)(2)(B)).

Include a copy of the Memorandum of Understanding (MOU) described in Section 121(c) between the Local Council and each of its partners concerning the operation of the system. (WIA Section 118 (b)(2)(B))

Each MOU should, at a minimum, address the following:

- How services are to be provided through the One-Stop system,
- How the costs of the services and the operating cost of the system will be funded.
- The method of referral of individuals between partners,
- The duration of the MOU, and
- Any other provisions agreed to by the parties.
- **B.** Provide a description and assessment of the type and availability of WIA Title I-B funded employment and training activities in your area for adults and dislocated workers (WIA Section 118(4)). If this analysis is contained in an earlier plan, you may reference the plan and page number here.

Provide, or reference, a description and assessment of the type and availability of WIA Title I-B funded youth activities. Describe the service

strategies to be pursued for youth including providers of such activities. (WIA Section 118(6))

C. Describe how Local Councils will ensure that providers meet the employment needs of local employers and participants. (WIA Section 118(b)2(A))

Describe any "regional" or "interstate region" coordination activities and operating agreements that may be planned with other Workforce Investment Areas as referred to in the statute. Attach any agreements established to date. (WIA Sections 116(a) and 195(3)(A))

Describe how the Local Council will coordinate local activities with statewide rapid response activities. (WIA Section 118(5))

Describe apprenticeship services you may be providing as allowed in WIA Sections 134(d)(4)(D)(iii) and 122(a)(2)(B). How will you work with the apprenticeship community to deliver these services?

#### **D.** Wagner-Peyser Act Services

(Suggestion: Have the Employment Security Department representative for the local area prepare the initial draft of this subsection).

- Describe how Wagner-Peyser services will be delivered through the WorkSource service delivery system including WorkSource Centers, Affiliates, and Self-Service sites.
- Describe the strategies to be used to ensure the availability of each of the required tiers of labor exchange services: self-services, facilitated self-services, group services, and one-on-one services.
- How will Wagner-Peyser funds be coordinated to avoid duplication of labor exchange services?
- Describe reemployment services to be provided to Worker Profiling and Reemployment Services claimants in accordance with Section 3(c)(3) of the Wagner-Peyser Act.
- Specifically describe the Wagner-Peyser Act funded strategies to be used to provide services to persons with disabilities.
- What role will Local Veterans Employment Representative and Disabled Veterans Outreach Program staff have in the One-Stop system?

- How will Wagner-Peyser funded services be provided to the agricultural community – specifically, outreach, assessment, and other services to migrant and seasonal farm workers, and services to agricultural employers?
- **E.** Describe any local policies which will influence the operation of programs in ways specific or unique to your area that further define federal or state guidance. Include policies that may relate to:
  - Information on the local policy and process for directing the One-Stop operators to give priority to individuals consistent with state policy. The State Workforce Board and the Employment Security Department will jointly issue state policy. (DOL Regulations 20 CFR 661.350)
  - With respect to Non-Economically Disadvantaged Youth, provide the Local Council's definition of the term "serious barriers to employment," if applicable. The Employment Security Department will issue state policy guidance related to DOL Regulations 20 CFR 664.220. The Preamble to the DOL Regulations, Part 664 on Youth Activities, states that an area may define the term serious barriers and describe it in the local plan.
  - Ensure that any exceptions to the use of Individual Training Accounts are justified. Describe and justify any exceptions. Identify the process to be used in selecting providers under a contract for services, if applicable. The Employment Security Department will issue state policy guidance. (DOL Regulations 20 CFR 663.430)

## IV. Performance Accountability and Continuous Improvement

(Note: Please see the attachment that accompanies the instructions for the Strategic Plan for the Local Area Workforce Development System. The attachment is entitled: "Interim Guidelines for the Performance Accountability Section of the Local Strategic Plan.")

Describe how the analysis of past results of JTPA and Employment Services was used to form the goals and strategies of the Local Operation Plan.

If you plan to use a locally developed management information system other than the state's system, describe the system that will be used to collect and maintain data for performance accountability for WorkSource and WIA Title I-B that is consistent with the State Unified Plan.

Describe how the Local Council will use performance information on WorkSource and WIA Title I-B to oversee program operation and to manage interventions including incentives, improvement plans, and sanctions. (Further guidance on

the state's system for performance based funding, incentives will be issued by the State Workforce Development Board.)

Include in the Local Operation Plan, the area's performance results (supplied by the State) using state and federal indicators for WorkSource and WIA Title I-B.

Describe the local levels of performance negotiated with the Governor and the Chief Elected Official(s) required by WIA Section 136(c), to be used to measure the performance of the local area; and to be used by the local Workforce Development Council for measuring the performance of the fiscal agent, i.e. administrative entity (where appropriate), eligible providers, and the One-Stop/WorkSource delivery system in the local area. (The State Workforce Development Board will provide additional state guidance.)

Describe the Local Council's criteria and process, during the first year of WIA Title I-B implementation for certifying courses of training eligible for Individual Training Accounts. (The State Workforce Development Board will provide additional state guidance.)

Describe the Local Council's plans to implement a system of continuous quality improvement for WorkSource and WIA Title I-B that is consistent with the quality criteria of the Baldrige Award. Describe how the Local Council will ensure the continuous improvement of the provision of services by eligible providers of service through the area. (WIA Section 118(b)(2)(A))

## V. Plan Development Process

Describe the process used to ensure public comment on, and input into, the development of this local plan. Your description should meet the guidelines in WIA Section 118(c), in 20 CFR 661.340 and 661.345.

#### VI. Submittal Process

The Local Operations Plan is to be submitted to the Employment Security Department by *5:00 PM on February 15, 2000.* 

Your original plan and two (2) copies should be submitted to:

Employment Security Department Employment and Training Division P.O. Box 9046 Olympia, Washington 98507-9046 Attention: Ms. Leslye Miller If you prefer to send the plan by Federal Express, the following address <u>must be</u> used instead of the Postal Address:

Employment Security Department 605 Woodland Square Loop SE, 4<sup>th</sup> floor Lacey, Washington 98507 Attention: Ms. Leslye Miller

Sending a diskette of your plan or an electronic copy over E-mail would be helpful. Any E-mail should be addressed to Leslye Miller at: Imiller@esd.wa.gov.

One (1) copy of the plan should be submitted to:

The Workforce Training and Education Coordinating Board Building 17, Airdustrial Park PO Box 43105
Olympia 98504-3105

VII. P	Plan Signatures and Program Administration Designee Information		
Developmen Title I-B of th		the Workforce hize the efficient use of resources available under ct (WIA) of 1998 and the Wagner-Peyser Act, as	
2005 in acco the Wagner- operate the	ordance with the provisions Peyser Act, as amended by Workforce Investment Act 1	If for the period of July 1, 2000 through June 30, of the Workforce Investment Act Title I-B and Title III of WIA. We further certify that we will Fitle I-B programs and services in accordance d state laws and regulations.	
Workforce I	Development Chair	Chief Elected Official(s)	
Signature		Signature	
Name (printed or typed)		Name (printed or typed)	
Title		Title	
Date		 Date	